

DIVISION OF ACCOUNTS AND REPORTS POLICY AND PROCEDURE MANUAL

Revision Date 03/20/03

Date Issued 01/73

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Filing Number 3,903

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SUBJECT

Employee Travel Expense Reimbursement Handbook

PURPOSE

To specify applicable policies and procedures to reimburse employees, within prescribed limitations, for all necessary and actual travel expenses incurred during travel on official state business.

AUTHORITATIVE REFERENCE

K.S.A. 8-301 et seq.
K.S.A. 75-3072
K.S.A. 75-3201 et seq.

K.S.A. 75-4601 et seq.
K.A.R. 1-16-1 et seq.
K.A.R. 1-17-1 et seq.

K.A.R. 1-18-1a

Publicly Owned Motor Vehicles
Authorized Uses of Agency Imprest Funds
Compensation and Allowances of Public
Officers and Employees
State Vehicles and Central Motor Pool
Travel Reimbursement
Use of State-Owned or Operated Motor
Vehicles on Official State Business
Maximum Allowance for Use of a Privately-
Owned Conveyance for Public Purposes

GENERAL INFORMATION

State of Kansas employees may be required to travel in fulfilling their official duties or in attending seminars or other professional or educational activities benefiting the State. The State may reimburse employees, within prescribed limitations, for all necessary and actual travel expenses incurred during travel on official state business. The “Employee Travel Expense Reimbursement Handbook” has been prepared to assist state employees in being reimbursed in a timely manner for allowable travel expenses incurred during travel on official state business. The handbook may be accessed at <http://da.state.ks.us/ar/employee/travel/>.

While the handbook provides specific instructions for certain travel expense reimbursement situations, the general procedures on page 2 of this filing should be followed in processing travel expense reimbursement claims.

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Other PPM filings which provide for reimbursement of travel expenses or provide related information are as follows:

3,607	Employee Moving Expense Reimbursement
3,802	Out-of-State Applicants Travel Expense Reimbursement
3,817	Agency Travel Approval – Lodging Reimbursement Rates and Out-of-State Travel
3,904	Border City Travel
7,002	Uniform Expenditure Classification Object Codes
10,754	Prepaid Turnpike Accounts

PROCEDURES

Responsibility

Action Step

Traveling
Employee

#

State Agency

1. Note or record all travel expenses incurred during travel on official state business and obtain all receipts and supporting documentation necessary for reimbursement as specified in this filing.
2. Complete a prescribed travel claim form (form DA-121 or DA-125) detailing the travel and expenses and attach all required receipts and supporting documentation. Travel claim forms should be completed as instructed in Section 6000, Sample Forms and Completion Instructions of the [Employee Travel Expense Reimbursement Handbook](#).
3. Submit the travel claim (travel claim form, receipts, and supporting documentation) to the appropriate authority within the agency for review and approval. Completed travel claim forms should be submitted to the appropriate agency authority as often as required by the agency, but at least once each month.
4. Review the travel claim for propriety, accuracy, and compliance with state travel reimbursement law, policy, and procedures. Prepare a voucher (form DA-103, DA-120, or DA-125) for the amount of the travel claim. Obtain the signature of the agency head or designee on the completed voucher authorizing payment.

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| | 5. Forward the voucher and travel claim, along with a completed DA-199 Batch Transmittal, to the Division of Accounts and Reports, Audit Services Team. Agencies with delegated Audit Authority should process the document in accordance with local agency procedures. |
| Accounts and Reports | 6. Review the voucher and travel claim for propriety, accuracy, and compliance with state travel reimbursement law, policy, and procedures. |
| Agency | 7. Distribute resulting warrant or remittance advice (if payment made by electronic deposit) based on the payment indicator selected by the agency on the voucher. |

CONTACT SOURCES

Employees with travel questions should contact the appropriate personnel within the state agency as directed by agency policy and procedures. Agency questions regarding reimbursement of employee travel expenses should be directed to:

Division of Accounts and Reports
Central Accounting Services Section
Audit Services Team